



**WORCESTER COMMUNITY ACTION COUNCIL, INC.**  
**The Antipoverty Agency for Central Massachusetts**  
484 Main Street, 2<sup>nd</sup> Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810  
Telephone: 508.754.1176 ♦ Fax: 508.754.0203 ♦ Website: [www.wcac.net](http://www.wcac.net)

## **Bus Monitor/Classroom Aide**

### **School Year, Part Time (30 Hours)**

WCAC is seeking a part time Bus Monitor/Classroom Aide to ride the bus and escort children safely to and from the Head Start program, in addition to assisting teachers in the classroom.

#### **Qualifications:**

- Ability to remain calm and organized while transporting a large number of children.
- Good interpersonal skills and the ability to maintain a pleasant demeanor with parents, children, and staff.
- Physical ability to lift a child up to 50lbs, bend and buckle 5 point safety harness.
- Ability to maintain program confidentiality,
- Ability to speak Spanish a plus.
- Experience working with pre-school aged children helpful.

#### **Special Certification or Documentation:**

- Valid Driver's License and reliable transportation.
- Ability to successfully complete a CORI/SORI/DCF review every two years.
- Mandatory physical every two years and evidence of negative Mantoux, required by DEEC. Hepatitis B (optional).
- First Aid and CPR certificates for infants and children.

#### **Duties and Responsibilities:**

- In accordance with Head Start Standards and DEEC regulations ensure that all children are safely accounted for and not left unattended at any time while in the daily care of the WCAC Head Start program.
- Greet children and parents at bus stops in a pleasant manner. When interacting with children and families, speak in a non-threatening tone of voice. Accept correspondence from parents to staff and deliver to the Site Supervisor.
- Assist children with boarding, buckling safety seat belts, and exiting the bus. Responsible for ensuring children remain in their seats while on the bus.
- Complete a daily check-off list of children as they board and depart from the bus. The list must reconcile each day.
- Ensure children are in the custody of an authorized designated adult, verifying by photo identification, when dropping off at the bus stop. Return to Head Start center with children who were not met by an authorized adult at the bus stop.
- Perform safety check, back to front, morning and afternoon to ensure there are no children left on the bus at the end of the route.
- Assist teachers with daily classroom activities.
- Comply with the Head Start abuse and neglect reporting policies.
- Maintain confidentiality of information regarding children's records.

Send cover letter and resume specifying position to: Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608 or via email to [hr@wcac.net](mailto:hr@wcac.net). AA/EOE. **Resumes must be received by August 11, 2017.**